Manage Education History on Workday HTML Accessible Version

On the Home page select the {Link} Related Actions following your name link at the top of the Home page
The full title of the link will be (with our example name): Related Actions for Jane S. Smith (W2005499)[C]

Selecting {Link} Related Actions will display:

Related Actions for Contingent Worker

Task Category 1
Business Process
Task Group 1 - Business Process
{Link} My Delegations
Personal Data

Task Group 1 - Personal Data
{Link} Change Contact Information
{Link} View My Emergency Contacts
{Link} View My Primary Address Changes

Task Group 2 - Personal Data
{Link} Change My Personal Information
{Link} View My Personal Information
{Link} Change My Photo
{Link} Change My Legal Name
{Link} Change My Preferred Name

Task Group 3 - Personal Data
{Link} View My ID Information

Task Group 4 - Personal Data
{Link} Delete My Photo

Talent
Task Group 1 - Talent
{Link} View Skills and Experience

Workday Account
Task Group 1 - Workday Account
{Link} Change My Password
{Link} Manage Password Challenge Questions

Worker History
Task Group 1 - Worker History
{Link} View Worker History
{Link} View Worker History by Category

Task Group 2 - Worker History
{Link} View Manager History

Task Group 3 - Worker History

{Link} View My Service Dates

Task Category 2
Favorite
Task Group 1 - Favorite
{Link} Add

Integration IDs
Task Group 1 - Integration IDs
{Link} View IDs

Preferences
Task Group 1 - Preferences
{Link} View Preferences

Task Group 2 - Preferences
{Link} Edit Preferences

Select {Link} View Skills and Experience located under Talent Task Group 1 – Talent, this will display:

View Skills and Experience: {Link} Jane S. Smith (W2005499)[C] {Link} Preview for Jane S. Smith (W2005499)[C]

Position:
219917 Contingent Worker - Jane S. Smith (W2005499)[C] {Link} Related Actions for 219917 Contingent Worker - Jane S. Smith (W2005499)[C]

External Job History
External Job History 1
{Link} Jane S. Smith (W2005499)[C] {Link} Related Actions for Jane S. Smith (W2005499)[C] {Link} Preview for Jane S. Smith (W2005499)[C]
{Button} [Add]
none entered

Accomplishments
Accomplishments 1
{Link} Jane S. Smith (W2005499)[C] {Link} Related Actions for Jane S. Smith (W2005499)[C] {Link} Preview for Jane S. Smith (W2005499)[C]
{Button} [Add]
none entered

Work Experience
Work Experience 1
{Link} Jane S. Smith (W2005499)[C] {Link} Related Actions for Jane S. Smith (W2005499)[C] {Link} Preview for Jane S. Smith (W2005499)[C]
{Button} [Add]
none entered

Education
Education 1
{Button} [Add]
none entered

Languages
Languages 1
{Link} Jane S. Smith (W2005499)[C] {Link} Related Actions for Jane S. Smith (W2005499)[C] {Link} Preview for Jane S. Smith (W2005499)[C]
{Button} [Add]
none entered

Competencies
Competencies 1
{Link} Jane S. Smith (W2005499)[C] {Link} Related Actions for Jane S. Smith (W2005499)[C] {Link} Preview for Jane S. Smith (W2005499)[C]
none entered

Certifications
Certifications 1
{Link} Jane S. Smith (W2005499)[C] {Link} Related Actions for Jane S. Smith (W2005499)[C] {Link} Preview for Jane S. Smith (W2005499)[C]
{Button} [Add]
none entered

Training
Training 1
{Link} Jane S. Smith (W2005499)[C] {Link} Related Actions for Jane S. Smith (W2005499)[C] {Link} Preview for Jane S. Smith (W2005499)[C]
none entered

Awards
Awards 1
{Link} Jane S. Smith (W2005499)[C] {Link} Related Actions for Jane S. Smith (W2005499)[C] {Link} Preview for Jane S. Smith (W2005499)[C]
{Button} [Add]
none entered

Professional Affiliations
Professional Affiliations 1
{Link} Jane S. Smith (W2005499)[C] {Link} Related Actions for Jane S. Smith (W2005499)[C] {Link} Preview for Jane S. Smith (W2005499)[C]
{Button} [Add]
none entered

The {Link} Certifications can be found under the Career category.

Select {Button} [Add] under Education this will display:

Add Education: Jane S. Smith (W2005499)[C] {Link} Preview for Jane S. Smith (W2005499)[C]
{Button} [Add Item]
Item 1
Country: {Button – Selections} Country
United States of America {Link} Remove United States of America
School (required): {Button – Selections} Select School
If you cannot find the school, check here: {Checkbox} [ ] {Button} [Validate]

Degree" {Button – Selections} Select Degree
Degree Received: {Drop-Down} Select Yes/No
First Year Attended: Year: {Text Input} {Button} [Validate]
Last Year Attended: Year: {Text Input} {Button} [Validate]
Grade Average: {Text Input}

Review this Task
Comment: {Text Input} {Button} Validate (optional field)

{Buttons} Submit, Save for Later, and Cancel.

Filling in the Add Education Form:

Select the {Button} Country
This field is pre-filled with United States of America {Link} Remove United States of America
A list of all countries will be displayed along with a Search box.
Select your Country with a radio button, for example: United States of America

Next select the {Button} School (required), this will display:

Select Value for Certification
{Text Input} Search {Button} [Search]
By State/Province
{Button} [Go] (grayed out) {Button} [Cancel]
{Button} [By State/Province]
All {Button} [All]

In this example we will search for the school
In the {Text Input} Search enter part of the full name to get a list (not acronyms) we will enter "University of Maryland" and select the {Button} Search. This will display:

Search Results
{Radio Buttons}
University of Maryland Eastern Shore
University of Maryland-Baltimore
University of Maryland-Baltimore County
University of Maryland-College Park
University of Maryland-University College
University of Phoenix-Maryland Campus

{Buttons} [Add] [Cancel]
All {Button} [All]
By State/Province {Button} [By State/Province]

Select {Button} [Add]

You will be returned to the Add Education page with the addition of University of Maryland-Baltimore County {Link} Remove University of Maryland-Baltimore County

Select {Button} Degree, this will display:

Select value for Degree
{Text Input} Search {Button} Search

Degrees for Current Country

{Radio Buttons}
GED

High School
Associates
Bachelors
Masters
Doctorate
Medical Doctor

{Buttons} [Add] [Cancel]

We will select {Radio Button} Bachelors
Select {Button} Add

You will be returned to the Add Education page with the addition of Bachelors {Link} Remove Bachelors.

Select "Yes" from {Drop-Down} Yes/No

Enter "1988" for {Text Input} Year Degree Received: Year: then select the {Button} [Validate]
Enter "1984" for {Text Input} First Year Attended: Year: then select the {Button} [Validate]
Enter "1988" for {Text Input} Last Year Attended: Year: then select the {Button} [Validate]
Enter "3.5" for {Text Input} Grade Average

Enter a Comment (not required) under Review This Task or select {Buttons} [Submit], [Save for Later], [Cancel] to complete the action.

Upon submission the screen will display:

{Link} Jane S. Smith (W2005499)[C] {Link} Related Actions for Jane S. Smith (W2005499)[C] {Link} Preview for Jane S. Smith (W2005499)[C]

You have submitted: {Link} Manage Education: Jane S. Smith (W2005499)[C] {Link} Related Actions for Jane S. Smith (W2005499)[C] {Link} Preview for Jane S. Smith (W2005499)[C]
Page was saved successfully

Next Steps

Event:
Approval by HR Coordinator {Link} Related Actions for Approval by HR Coordinator
Security Group:
HR Coordinator {Link} Related Actions for HR Coordinator
Due Date: 08/14/2015

Do Another: {Link} Add Education

Details and Process
For:
{Link} Jane S. Smith (W2005499)[C] {Link} Related Actions for Jane S. Smith (W2005499)[C] {Link} Preview for Jane S. Smith (W2005499)[C]
Overall Process:
{Link} Manage Education: Jane S. Smith (W2005499)[C] {Link} Related Actions for Manage Education: Jane S. Smith (W2005499)[C] {Link} Preview for Manage Education: Jane S. Smith (W2005499)[C]
Overall Status: In Progress
Due Date: 08/14/2015
Details

Item 1
Add / Edit Education
Country (required):
United States of America {Link} Related Actions for United States of America
School (required):
University of Maryland-Baltimore County {Link} Related Actions for University of Maryland-Baltimore County
Degree:
Bachelors {Link} Related Actions for Bachelors
Degree Received:
Yes {Link} Related Actions for Yes
Year Degree Received: 1988
First Year Attended: 1984
Last Year Attended: 1988
Grade Average: 3.5

Process

{Button} Sort {Button} Export 'Process History' items to Excel

Process History - 2 items
Table with columns: Process, Step, Status, Completed On, Due Date, Comment

(Row 1)
Process: {Link} Manage Education {Link} Related Actions for Manage Education {Link} Preview for Manage Education
Step: Manage Education {Link} Related Actions for Manage Education
Status: Step Completed
Completed On: 08/12/2015 08:21:34 AM
Due Date: 08/14/2015
Person: {Link} Jane S. Smith (W2005499)[C] {Link} Related Actions for Jane S. Smith (W2005499)[C] {Link} Preview for Jane S. Smith (W2005499)[C]

(Row 2)
Process: {Link} Manage Education {Link} Related Actions for Manage Education {Link} Preview for Manage Education
Step: Approval by HR Coordinator {Link} Related Actions for Approval by HR Coordinator
Status: Awaiting Action
Completed On: (blank)
Due Date: 08/14/2015
Person: Betty Grable (W1051740) (HR Coordinator) {Link} Related Actions for Betty Grable (W1051740) (HR Coordinator) {Link} Preview for Betty Grable (W1051740) (HR Coordinator)

Select the {Button} Done, the will return you to the View Skills and Experience page. Education will not be displayed until it is approved.

Return to the Inbox to see the status of your changes and any actions that may be required.

Last Updated 8/19/2015